

INFORMATION

MR. BANNERMAN

*8/4/2*

MORI/CDF Pages 4 and 5

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
<b>CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller 7E12	4/17	<i>MSW</i>
2	<i>DD3</i>	10 APR 1968	<i>WJ/mas</i>
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b>  <p style="margin: 0;">The attached progress report for the month of March 1968, submitted by the Retirement Counseling and Placement Staff, includes figures on the attendance at the recent Retirement Seminar.</p> <p style="margin: 0;">I believe that you will find this report of interest.</p> <div style="border: 1px solid black; width: 200px; height: 100px; margin: 10px auto; position: relative;"> <div style="position: absolute; bottom: 5px; right: 5px; border: 1px solid black; padding: 2px;">John W. Coffey</div> </div>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Acting Deputy Director for Support 7D18			10 APR 1968
UNCLASSIFIED	CONFIDENTIAL	SECRET	

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USE ONLY☒ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Retirement Counseling and Place-  
ment Staff, 212 Magazine Building

EXTENSION

NO.

25X1

DATE

3 April 1968

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. Director of Personnel  
5E-56 Headquarters

2.

3. Deputy Director for Support  
7D-26 Headquarters

4.

5.

6.

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15.

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**CONFIDENTIAL**DD/S 68-1795  
3 April 1968  
Executive Registry  
68-1825

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel *PSW*SUBJECT : Retirement Counseling and Placement Staff  
Progress Highlights During March 1968

1. The first Retirement Seminar was successfully run 25 - 29 March 1968. Portfolios containing kits of selected material on the major themes of the seminar were compiled and given to the 178 employees leaving from 1 April through 31 December 1968. The five sessions had a total attendance of 1,579 with the daily attendance running from 275 to 394.
2. Officers of the RCPS have conducted research on nine possible incentive programs for encouraging early retirement. The establishment of a basis for early retirement determination and action was set down in my instructions as an essential requirement for the Program I was charged with establishing. In March an inclusive and practical concept of retirement incentive through the establishment of a controlled and participating Agency Reserve was forwarded for the consideration of interested offices. The concept so far has been well received and is undergoing further development.
3. An Agency Notice covering the new resume program is now being drafted by the Office of Personnel/Regulations Officer. It reflects the basic policy and procedural paper forwarded to the Regulations Officer in March which had received the prior concurrence of Security and Cover.
4. A question and answer booklet on the CIA Retirement System has been drafted. It has been under coordination with representatives of the Office of Personnel, OGC and OLC. It is now ready for a second review after which it will be forwarded for final Agency coordination. It will parallel similar booklets on the Civil Service and the Foreign Service retirement systems.
5. The Retirement Counselors have begun testing the counseling questionnaire as a checking device in appraising the scope of a retiree's retirement preparation and needs. A supplemental form for recording job assistance requests and the retirees' specific requirements is also ready for use in RCPS.

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Excluded from automatic  
downgrading and  
declassification

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6. Although the Five Year Letters faced some delay in reproduction, they are now completed, signed and being grouped by career service for distribution to 1973 scheduled retirees on the 9th of April.

7. Statistical summary of RCPS action for the month of March:

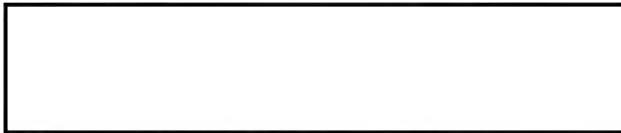
External Employment Assistance Branch

New Retiree EEA Cases	19
New Resignee EEA Cases	22
Continuing Retiree Interviews	19
Continuing Resignee Interviews	7
Retiree Placement Status:	
Placed	2
Pending	22
Resignee Placement Status:	
Placed	9
Pending	20
Written inquiries concerning external retiree applications received and answered	28
Personnel files reviewed for outside investigators of employee external applications	35

Retirement Counseling Branch

Retiree Consultations:	
Full counseling interviews	31
Counseling discussions	44
Retiree Dossiers indexed and coded for Post-Retirement employment interests	54
Briefings and discussions with management (operating officials and career service representatives)	16

STAT

  
Chief, Retirement Counseling and Placement Staff

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